

DIARY
Special Asst. (Admin.) to DD/I

Monday, 6 April 1953

25X1A9a
1. Met with 25X1A9a O/CD Librarian, and 25X1A9a O/CD Budget Officer, to discuss further the placement in the Library of the individuals being affected by the reduction in force in the State Library. After a review of personnel on duty and in process, compared with authorized T/O, I concurred in the Library proceeding to recruit the State personnel even though the present T/O authorization might be temporarily exceeded. It is believed that considering attrition during processing as well as the fact that some of the 55 other cases now pending security check could be cancelled if necessary, that in the end the on-duty figure will not significantly exceed the T/O authorization.

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2. Had further discussions with 25X1A9a regarding the Records Management program and agreed to call a meeting, on Wednesday morning, of the key personnel from our Offices to explain the program and secure nominations of individuals to serve as area Records Officers and to attend the training program beginning 14 April 1953.

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3. Discussed with 25X1A9a Chief, Budget Division, various budget questions including the appropriate method of budgeting for 25X1A5a1 projects, and plans for the 1955 Call for estimates. Regarding the Call, plans are under consideration which would provide initially for the submission of only summary estimates emphasizing major proposed program changes for review and determination by the DCI. Allowances would then be given and the Offices would submit the detailed estimates, making up the summary figures. This is similar to the procedure followed in the Department of Agriculture which has proved very successful in eliminating the preparation of much needless detail during the initial Agency Review process.

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4. Submitted to DD/A the special justification on the Supergrade action of 25X1A9a for referral to the Supergrade Board. The case is on the Agenda for the Supergrade meeting to be held Thursday, 9 April.

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